

Date	Agency	2004 Expiring Warrants Process Schedule
4/3/04	COFRS	Run EAP18R <i>Warrants Expiration Detail Notification Report</i> for outstanding warrants issued between 5/25/03 and 6/30/03
4/5/04	SCO	Distribute EAP18R <i>Warrants Expiration Detail Notification Report</i> to the agencies so that they may begin to contact the payees and cancel or reissue these warrants
4/6/04-4/30/04	AGENCIES	Review EAP18R <i>Warrants Expiration Detail Notification Report</i> ; Verify that they are valid payments; Contact payees; Cancel or reissue valid payments where possible
5/1/04	COFRS	Run EAP18R <i>Warrants Expiration Detail Notification Report</i> for outstanding warrants issued between 5/25/03 and 6/30/03
5/3/04	SCO	Distribute EAP18R <i>Warrants Expiration Detail Notification Report</i> to agencies.
5/4/04-5/28/04	AGENCIES	Review EAP18R <i>Warrants Expiration Detail Notification Report</i> ; Verify that they are valid payments; Contact payees; Cancel or reissue valid payments where possible
5/29/04	COFRS	Load COFRS EXPW Table with all warrants remaining on EAP18R Warrants Expiration Detail Notification Report
5/29/04	COFRS	Run EAP18R <i>Warrants Expiration Detail Notification Report</i> for outstanding warrants issued between 05/25/03 and 06/30/03 .
6/1/04	SCO	Distribute EAP18R <i>Warrants Expiration Detail Notification Report</i>
6/18/04	AGENCIES	Deadline for SCO to receive agency requests to cancel or reissue expiring warrants from the EAP18R report for processing prior to the expired warrant purge.
6/1/04 - 6/25/04	AGENCIES	Record the federal portion of the payment amounts on the COFRS <i>EXPW</i> or <i>EXP2 Table</i> where necessary
6/26/04	COFRS	Run EAP16R Final Expired Warrant List. Run EAP17 <i>Warrants Expiration Summary Report</i> and distribute to agencies. Purge Expired Warrants from COFRS WREH and WREL Tables.
6/28/04	SCO	Distribute EAP16R <i>Final Expired Warrants Expiration Detail Report</i> to Agencies
06/30/04	COFRS	Create screen prints for SCO of JAs that Transfer Monies to Unclaimed Property.
7/05/04	COFRS	Create <i>Expired Warrants to Unclaimed Property</i> Report in Financial Data Warehouse
10/2/04	COFRS	Run EAP18R <i>Warrants Expiration Detail Notification Report</i> for outstanding warrants issued between 7/1/03 and 12/31/03
10/4/04	SCO	Distribute EAP18R <i>Warrants Expiration Detail Notification Report</i> to the agencies so that they may begin to contact the payees and cancel or reissue these warrants
10/4/04-10/29/04	AGENCIES	Review EAP18R <i>Warrants Expiration Detail Notification Report</i> ; Verify that they are valid payments; Contact payees; Cancel or reissue valid payments where possible
10/30/04	COFRS	Run EAP18R <i>Warrants Expiration Detail Notification Report</i> for outstanding warrants issued between 07/01/03 and 12/31/03
11/01/03	SCO	Distribute EAP18R <i>Warrants Expiration Detail Notification Report</i> to agencies
11/1/04 12/17/04	AGENCIES	Review EAP18R <i>Warrants Expiration Detail Notification Report</i> ; Verify that they are valid payments; Contact payees; Cancel or reissue valid payments where possible
12/4/04	COFRS	Load COFRS EXPW Table with all warrants remaining on EAP18R Warrants Expiration Detail Notification Report
12/4/04	COFRS	Run EAP18R <i>Warrants Expiration Detail Notification Report</i> for outstanding warrants issued between 07/01/03 AND 12/31/03
12/6/04	SCO	Distribute EAP18R <i>Warrants Expiration Detail Notification Report</i>
12/17/04	AGENCIES	Deadline for SCO to receive agency requests to cancel or reissue aged warrants from the EAP18R report for processing prior to the expired warrant purge.
12/6/04 - 12/23/04	AGENCIES	Record the federal portion of the payment amounts on the COFRS <i>EXPW</i> or <i>EXP2 Table</i> where necessary The 23 rd is Thursday, Friday is a Holiday
12/24/04	COFRS	Run EAP16R Final Expired Warrant List. Run EAP17 <i>Warrants Expiration Summary Report</i> and distribute to agencies. Purge Expired Warrants from COFRS WREH and WREL Tables.
12/27/04	SCO	Distribute EAP16R <i>Final Expired Warrants Expiration Detail Report</i> to Agencies
1/3/05	COFRS	Create screen prints for SCO of COFRS JA Transactions that Transfer Monies to Unclaimed Property.